

**National Library Service
for the Blind and
Physically Handicapped**

The Library of Congress

Approved by Director, NLS/BPH

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Title: Braille Magazines or Newspapers

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BACKGROUND

The National Library Service for the Blind and Physically Handicapped (NLS) of the Library of Congress administers a free library service to eligible residents of the United States and citizens living abroad who cannot hold, handle, or read traditional print media because of visual or physical handicaps.

Using federal funds, NLS annually publishes approximately 2,000 books and 70 magazines on cassettes, on discs, and in braille. Titles are selected to appeal to a wide variety of interests, and copyright permission is obtained from authors and publishers. Books and magazines are narrated and duplicated at a high-quality professional standard. The quantity produced of any title is dependent on anticipated reader demand.

Playback machines and their accessories are designed to facilitate convenient use by handicapped people and to provide maximum reliability under environmental conditions that are sometimes harsh and handling that may be technically unsophisticated or inadvertently abusive. The equipment plays program materials at noncommercial speeds: 8-1/3 rpm for discs and 15/16 ips, 4-track for cassettes. All materials and equipment in the program can be sent to users and returned to libraries postage free.

A cooperating network of 56 regional libraries and more than 100 subregional libraries circulates recorded and braille books to some 700,000 adults and children out of a potential three million eligible population. Magazine subscriptions are provided on a direct-mail basis from the manufacturers. Users must generally deal with service centers in distant cities with communication by mail or phone and little or no personal contact. Everything comes and goes through a mail-order system. Fifty percent of the users are over sixty-four years old, and many depend on the NLS program for their major source of entertainment and connection with the world; 95 percent read recorded materials, 5 percent read braille.

Users are informed about new books, magazines, and services through bimonthly publications, annual catalogs, and subject bibliographies produced by NLS, and through various publications produced and circulated by the regional and subregional libraries.

USER MATERIALS

Contractors who consider submission of a bid to produce books, equipment, or other program products should be cognizant of the consumer-responsive nature of the program, and that the specifications for these products have been developed to meet the special reader needs in the program. Materials are produced with those reader needs foremost in mind, and improved through constant monitoring and consumer input. Contractors are expected to familiarize themselves with the equipment-handling practices of blind and physically handicapped clientele and ensure that the equipment they produce will stand up under this type of use. A high degree of quality workmanship and product reliability is mandated by the product specification.

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1. SCOPE

This specification covers transcribing, pressing and binding braille magazines for the Library of Congress (LC), National Library Service for the Blind and Physically Handicapped (NLS).

Braille magazines are produced under contract by various firms and organizations. Distribution is made directly from the manufacturer to patrons according to instruction.

2. APPLICABLE DOCUMENTS

The following documents and publications of the issue in effect on the date for invitation for bids form a part of this specification. In the event of conflict between the documents and publications referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.

Library of Congress, National Library Service for the Blind and Physically Handicapped, Instruction Manual for Braille Transcribing.

English Braille American Edition 1994, Braille Authority of North America (BANA).

Code for Computer Braille Notation, Braille Authority of North America (BANA).

The Nemeth Braille Code for Mathematics and Science Notation, Braille Authority of North America (BANA).

Music Braille Code, 1997.

Computer Braille Code Supplement Flowchart Design for Applicable Braille Codes, Braille Authority of North America (BANA).

Braille Formats: Principles of Print to Braille Transcription, 1997.

Guidelines for Mathematical Diagrams, Braille Authority of North America (BANA).

Webster's New International Dictionary, current edition.

Standard:

MIL-STD 105 Sampling Procedures and Tables for Inspection by Attributes (latest revision)

3. REQUIREMENTS

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Braille shall be produced in full conformance with the currently applicable codes set forth by the Braille Authority of North America (BANA). The Nemeth Code for Braille Mathematics and Science Notation and other specialized codes, such as computer braille notation, should not be used in magazines of general literature, unless specified by NLS. The producer of braille is responsible for making understandable embossed reproductions of diagrams or clear descriptions of their contents; method and approach are subject to NLS approval.

3.1 Braille

Braille shall be embossed on both sides of the page, interpoint, with the exception of diagram pages.

3.2 Size and Spacing

3.2.1

The nominal height of braille dots shall be .019 inches and shall be uniform within any given transcription.

3.2.2

The nominal base diameter of braille dots shall be .057 inches.

3.2.3

Cell spacing of dots shall conform to the following:

3.2.3.1

The nominal distance from center to center of adjacent dots (horizontally or vertically, but not diagonally) in the same cell shall be .092 inches.

3.2.3.2

The nominal distance from center to center of corresponding dots in adjacent cells shall be .245 inches.

3.2.4

The nominal line spacing of braille cells from center to center of nearest corresponding dots in adjacent lines shall be .400 inches.

3.3 Paper

3.3.1

Paper shall not be less than 70 pound weight, 25" X 38" basis.

3.3.2

Paper shall possess a quality and tensile strength that will produce firm dots which will not cut through the top in the embossing process, will not impede readability, and will go through the mail with minimal damage.

3.3.3

Paper shall be uniform thickness, color, weight, and texture throughout any one production run.

3.4 Pages

3.4.1

The pages of magazines shall not exceed 11-1/2 inches in height and 11-1/4 inches in width.

3.4.2

There shall be 38 cells per line. An extra cell in the line may be used for error correction on a minimal basis of no more than five percent (5%) for each part.

3.4.3

There shall be 25 lines per page, except where specific rules limit the number of lines. An extra line on a page may be used for error correction on a minimal basis of no more than five percent (5%) for each part.

3.4.4

The margins at the top, bottom, and outside edges of the page shall be at least 3/8-inch. At the binding edge the margin shall be no less than 3/4-inch after binding.

3.4.5

Pages shall be numbered on the odd-numbered pages at the upper right corner of the first line of the page. No fewer than three blank cells shall be left between the page number and the text.

3.4.6

Magazine parts should not exceed 120 sides, including both interpoint and blank sides. The number of pages per part should be about the same in multiple-part magazines, while staying within the above limitations and also avoiding the necessity for an extra part.

3.5 Completeness of Text

3.5.1

The whole text of the print edition (except advertising, illustrations, plates, cartoons, etc.) shall be copied unless there are specific instructions by the NLS contract monitor or the publisher that certain items should be omitted.

3.5.2

As applicable, the following statements must appear in braille at the end of the Table of Contents in part one only, See Figure 1:

- a. "In conformance with postal regulations this braille edition does not include advertising."
- b. "The entire text of the print edition is included."
- c. "The entire text of the print edition is included except some copyrighted materials for which permission to reproduce was not obtained."
- d. "The entire text of the print edition is included except material which is technically not possible or practical to reproduce in this format."
- e. "Picture captions are stated at the end of each article and are clearly identified."

3.5.3 Subscription Information

The following statement shall appear in braille after the applicable statements identified above:

"To cancel your subscription, or if you change your address, please notify your cooperating network library. Allow six (6) to eight (8) weeks for address change. Send both old and new addresses and name of the magazine affected by the change."

3.6 Cover Information - Commercial Publications

3.6.1 Print-Front Cover See figures 2 & 3

Braille editions of magazines are to resemble their commercial counterpart. The information printed on the front cover shall consist of the following in the order shown. (See figures 2 & 3). Additional copy is set in 12 on 12 point Times Roman and Times Roman Bold, flush left and ragged right, caps and lower, 1/2 unit under normal.

- a. Print title or banner head shall consist of a duplicate logotype of the periodical title reproduced, if possible, from a reproduction logotype furnished by the publisher.
- b. The words "Braille Edition" are set in Times Bold.

- c. For magazines in multiple parts: "Part 1 of 3 Parts"
- d. For magazines produced in one part: "In One Part"
- e. Date of issue. 12 on 12 point Times Roman.
- f. Volume number in Roman numerals with issue number in arabic on the same line. 12 on 12 point Times Roman
- g. 2 inch wide logotype and tag line with 3/4 inch seal.
- h. If other copy is required, it should be set in 10 on 12 point Times Roman, 17 1/2 pica's wide and placed in the upper left hand corner of the back cover as illustrated in figure 3.
- i. No manufacturer's names are to appear on the front cover. The name may be placed in the lower left corner of the back page, set in 10 point Times Roman.

3.6.2 Braille-Front Cover

The following shall appear on the front cover in braille, centered on the page with blank lines between subparagraphs in the order given:

- a. Title
- b. Month and year of issue; volume number and issue number, e.g., August 1990 Volume 25, No. 47.
- c. "Part _____ of _____ parts" in arabic numerals, inclusive pages in the part appear in braille only.
Example: Pages i-iii and 1-78. For magazines consisting of one part: In One Part pages i-ii and 1-78. See Code Section 16 of English Braille American Edition for guidance.
- d. Name(s) of main editor(s) of magazine, e.g., editor, editor-in-chief, with title.
- e. Editorial office address of the commercial magazines.

3.7 NLS Publications

Braille editions of NLS publications are to resemble their print edition counterpart. Special instructions by NLS will be provided for production of NLS publications. Braille information format shall be the same as paragraph 3.6.2.

3.8 Table of Contents

3.8.1 General Requirements

- a. Table of contents shall be in braille beginning on the inside front cover of each part
- b. Articles continued from one part to another shall be indicated in the table of contents for both parts. The abbreviation for continued, in parentheses, (cont.) shall follow the title of the article in the part in which the article is continued.

3.8.2 Single Part magazines (Figure 1 and 1B)

The word CONTENTS, fully capitalized, shall be centered on line one. Columnar headings - title (left margin), print page, and braille page (right margin) - shall be preceded and followed by a blank line.

3.8.3 Multi-part magazines (Figures 1A and 1B)

3.8.3.1 FULL TABLE OF CONTENTS for PART ONE

1. The word CONTENTS, fully capitalized shall be centered on line one.
2. Columnar headings title (left margin), print page, and braille page (right margin) shall be preceded by a blank line.
3. "Part One ", centered, preceded by a blank line, should appear below the columnar headings.
4. Entire contents separated into appropriate part numbers.
5. A blank line shall separate the list of articles and all subsequent part numbers.

3.8.3.2 Table of contents for subsequent parts

1. "CONTENTS - PART (number)" centered and fully capitalized, followed by a blank line.
2. Columnar headings, title (left margin), print page, and braille page (right margin)
3. Blank line
4. Contents for this part

3.8.4 Print and Braille page numbering

See figures 1 through 1B

3.9 Back Cover See Fig. 3

Print text for the back cover is set in block paragraphs, 14 point, Times Roman. The outside of the back cover of all parts of a multi part magazine shall be used for braille text except for the back cover of the last part. The last back cover outside of any magazine, single or multi part, shall contain the following in print and braille, in the order shown:

- a. Copyright or © symbol (date and holder(s)).
- b. "Published by: (Publisher's name and address as it appears

in the print edition). Further reproduction or distribution in other than a specialized format is prohibited."

- c. Publisher's statement of responsibility, if present, as it appears in the print edition.
- d. "Produced in braille for the Library of Congress, National Library Service for the Blind and Physically Handicapped, by (name of a braille producer), (year)."
- e. "(Magazine title) is a direct circulation magazine available free of charge to blind and physically handicapped residents of the U.S. and American citizens living abroad through funds provided by the Library of Congress, National Library Service for the Blind and Physically Handicapped."

3.10 Bindings

3.10.1

Binding shall adequately protect the braille embossing and permit the paper to lie sufficiently flat for reading.

3.10.2

Magazines shall be self-covered and stapled. The appropriate size staple shall be used to adequately secure each part.

4. QUALITY ASSURANCE

4.1

The bidder shall submit a document that details his quality control procedures. The document shall reflect, but is not necessarily limited to the following:

4.1.1 Inspection

Each and every part produced shall be inspected by the manufacturer for compliance with specifications.

4.1.2

All braille materials shall be proofread to ensure accuracy of transcription.

4.1.3

All stereotypers, braille editors and/or proofreaders employed in the production of press braille publications should be certified by NLS.

4.2

If a significant fault is found in the production units which can be traced to a lack of adequate production control or inspection, the necessary control or inspection shall be instituted without additional charge to NLS.

4.3

Braille magazines produced for NLS shall be free of pressing defects and are subject to recall. Repressing shall be at the expense of the manufacturer based on the above criteria. It shall be the prerogative of the contracting officer to initiate a recall at his discretion.

4.4

NLS reserves the right to inspect any process or test being performed. The NLS representative shall have the authority to select, at random, samples of the finished product at any time during the course of the contract to test for adherence to the specified requirements.

4.5 NLS Quality Control Procedures For Braille Magazines

4.5.1

When copies are mailed to readers, one control copy of each magazine with print edition shall be mailed to NLS. Each control copy shall be individually wrapped or boxed and addressed to the attention of the Quality Assurance Section. A yellow address label shall be used.

4.5.2

All print/braille on the cover, title page and contents shall be checked 100 percent (100%); no errors are permitted.

4.5.3

A general spot check shall be conducted on all parts of each magazine.

4.5.4

A general check of the control copy shall be made for accuracy of content; the conformance with braille codes; technical specifications; size and spacing of braille dots, cells, and lines; quality of paper; size of paper; number of cells per line; number of lines per page; margins; numbering; number of pages per part; binding; inclusions; exclusions; and mailing cartons or envelopes, as covered in this specification.

4.5.5

NLS will use random sampling and statistical techniques during this portion of its quality assurance inspection. Sampling shall

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be in accordance with MIL-STD-105D General Inspection Level I or II at an acceptable level of 10. For purposes of inspection, each part will be considered a lot. The magazine issue is subject to recall by NLS when:

- a. Three or more errors are detected on any page in the sample.
- b. Statistical probability analysis of the sample indicates that more than ten percent (10%) of the pages in the control copy contain one or more errors.

4.5.6 ACCEPTANCE

NLS will review control copies for conformance to contract specifications. If two consecutive issues, three for weekly, or a total of three, four for weekly, throughout the contract period are rejected for quality, this may be grounds for termination by default. In addition, each magazine that the producer is required to recall from or correct in the field will be considered a reject and counted with the total number of rejects for the year.

5. MAILING CARTONS AND ENVELOPES

5.1

Magazines or newspapers go to the readers directly from the manufacturer. Mailing cartons or envelopes used shall be of a quality to protect braille materials from damage when mailing through the U.S. Postal Service. The product must conform to requirements and restrictions of the U.S. Postal Service with respect to bulk shipments.

5.2

Magazines consisting of one part are to be mailed in strong kraft envelopes. The flap of envelopes for braille magazines shall be sealed with tape or glue.

5.3

Magazines consisting of two or more parts are to be packaged in strong corrugated boxes of suitable size, using tape on the top, no staples.

5.4

Samples of proposed mailing containers are to be submitted to NLS for approval. All graphics imprint shall be in black and use upper and lower case letters.

5.5

The official signature consists of the government-furnished 2-5/8-inch wide logo and tag line and 1-inch seal. Signature shall be positioned as illustrated in Figure 4.

5.6

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The mailing container shall use "Newspaper" for periodicals of weekly or greater frequency. "Magazine" shall be used for all other periodicals (monthly, quarterly, etc.). The words "Keep Dry" shall be used with both types of periodicals. These words shall be printed in either Times Roman Bold or Times Roman Black, 1/2 inch cap height, 3/4 inch base to base, and may be repeated on the back of the carton in the same size and position as the front. See Figure 4.

5.7

Mailing cartons or envelopes shall have a nominal 3-inch x 5-inch address label or a nominal 3-inch x 5-inch imprint conforming to the address label format in Figure 4. Label stock shall be white label paper. Return address is 10 point on 11 point Times Roman, flush left and ragged right, set 1/2 inch under normal. Labels must not contain the line, Address Correction Requested.

5.8

All mailing cartons and envelopes shall contain the following, "Free Matter for the Blind or Handicapped". The words will be on two lines and follow the capitalization and spacing and placement as illustrated in Figure 4. Type size is 24 point in either Times Roman Bold or Times Roman Black.

5.9

No book manufacturer's names are to appear on either the carton or the mailing label. The manufacturer's initials may be placed in the lower left corner of the mailing label, set in 8 point Times Roman.

5.10

All mailing cartons and envelopes shall contain the following: "Questions? Call the telephone number above your address." The words will be on one line, and placed on the envelope or mailing carton as shown in figure 4. The type size is 16 point Times Roman bold upper and lower case.

(MODEL CONTENTS PAGE FOR SINGLE PART BRAILLE MAGAZINES)

CONTENTS

Title	Print Page	Braille Page
Tips for the Consumer	50	1
Letters from CR's Reader	55	10
The Consumers' Observation Post	65	30
Cassette Decks	85	70
The Right Ski Bindings for Safety ...	100	100
Buying Furniture on a Shoestring .	107	114
Antifreeze Testers	120	140

In conformance with postal regulations, this braille edition does not include advertising.

Picture captions are stated at the end of each article and are clearly identified.

To cancel your subscription, or if you change your address, please notify your cooperating network library. Allow six (6) to eight (8) weeks for address change. Send both old and new addresses and name of the magazine affected by the change.

Figure 1

(MODEL CONTENTS PAGE FOR MULTIPLE PART BRAILLE MAGAZINES)

CONTENTS

Title	Print Page	Braille Page
PART ONE		
Tips for the Consumer	50	1
Letters from CR's Reader	55	10
The Consumers' Observation Post	65	30
Cassette Decks	85	70
PART TWO		
The Right Ski Bindings for Safety ...	100	100
Buying Furniture on a Shoestring .	107	114
Antifreeze Testers	120	140

In conformance with postal regulations, this braille edition does not include advertising.

Picture captions are stated at the end of each article and are clearly identified.

To cancel your subscription, or if you change your address, please notify your cooperating network library. Allow six (6) to eight (8) weeks for address change. Send both old and new addresses and name of the magazine affected by the change.

Figure 1A

Description of Procedures - Addition of Print Page Numbers to Contents Page of Braille Magazines

Centered on line 1 is "CONTENTS." Following a blank line, on line 3 the word "Title" should be placed at the left-hand margin. Beginning on the same line, at the right margin is the heading "Braille Page", occupying lines 3 and 4. To the left of this heading, separated from it by one cell, is the heading "Print Page", also on two lines. On line 6, begin the contents. ("PART ONE" will appear on line 6 for multiple part magazines, followed by the contents.) The headings should start at the left-hand margin, and the print and braille page numbers should be placed at the right-hand margin, in two separate columns. Guidelines (dot 5) should connect the headings and the print page numbers, with a blank cell after the heading and before the first guide dot and another blank cell before the print page number. These guidelines are not used unless there are four or more cells between the end of the heading and the print page number.

The area reserved for the print page numbers should contain the number of cells equal to the number of digits of the longest page number in that magazine part plus one extra cell for the braille number sign. The number sign should be placed below the P in "Page". Similarly, the area reserved for braille page numbers must equal the number of cells required for the longest page number in that part plus one extra cell for the braille number sign. The braille-number area should be set up so that the last digit of the longest number is in the last cell of the braille line. At least one blank cell must separate the print-number area from the braille-number area. There must be no overlapping of digits between the number-column areas.

When a heading requires two or more lines, the last braille character on each line must be terminated so that there is at least one blank cell between such lines and the print-number area. Run-overs of headings shall start in the third cell, and print and braille page numbers shall appear on the last line of multi-line heading.

Below is a sample of the page-number areas under this new procedure. For purposes of the sample, a number sign is used (although not used in print). Note that in each column all numbers are left-justified.

#50	#1
#55	#10
#65	#30
#85	#70
#100	#100
#107	#114

If print numbers are four digits in length because of the continuous-page system of some periodicals, NLS will provide special instructions.

Figure 1B

FORTUNE

Braille Edition
Part 2 of 2 Parts

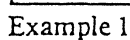
September 11, 1978
Volume XCIII

*National Library Service
for the Blind and
Physically Handicapped*

The Library of Congress



Magazines front cover



A	.375 ± .062
B	2 ± .062
C	.750 ± .062
D	.375 ± .062
E	1 ± .062
F	1 ± .062
G	.375 ± .062
H	.375 ± .062

Top margin
equal to top
margin of
commercial edition

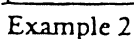
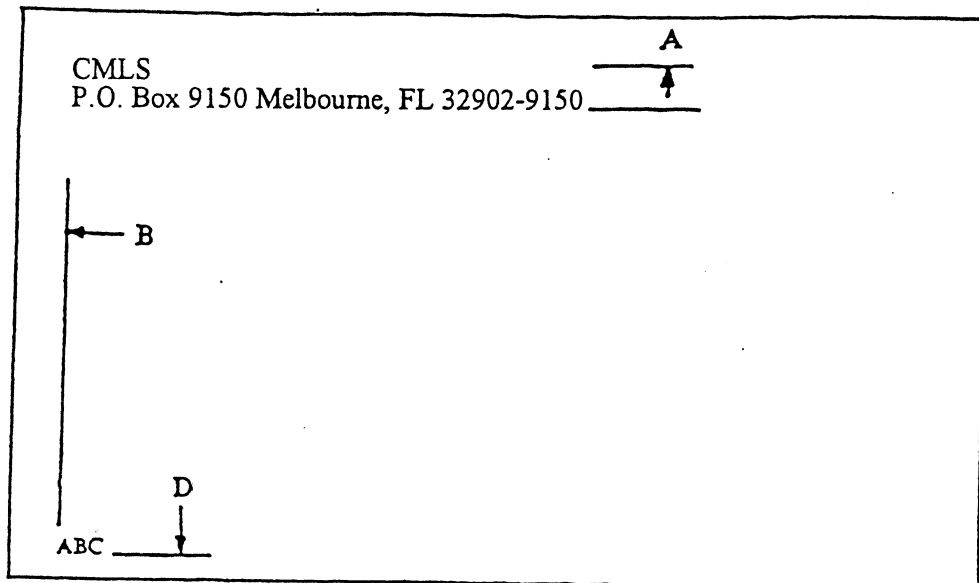


FIGURE 3

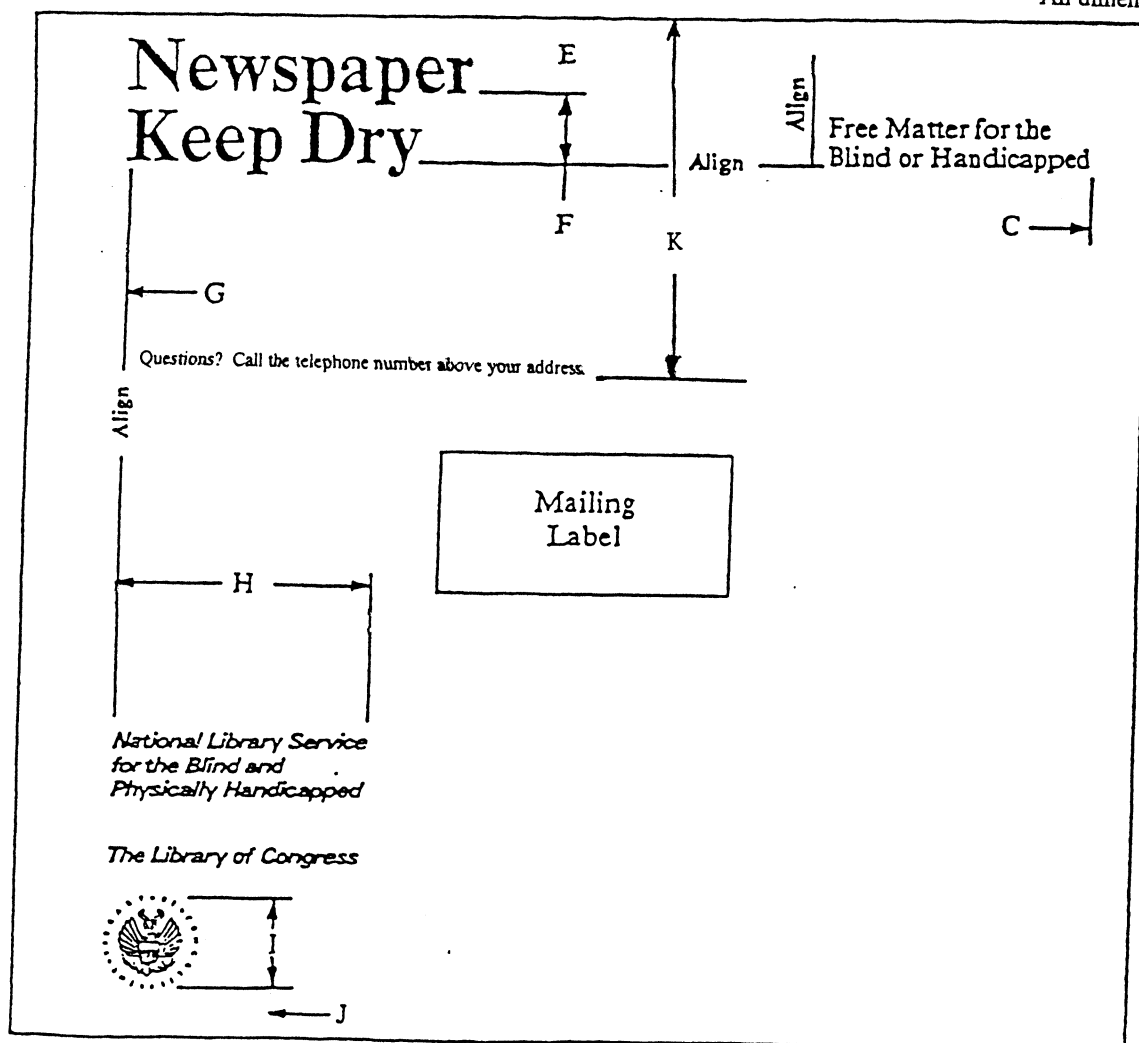


Mailing label-full size

DIMENSION TABLE

A	.250 ± .125
B	.250 ± .125
C	1 ± .500
D	.125 ± .062
E	.750 ± .500 .125
F	.750 ± .062
G	1 ± .500
H	2.625 ± .125
I	1 ± .125
J	.500 ± .250
K	3.750 ± .250

All dimensions in inches



Mailing carton envelope

FIGURE 4